



THE CITY OF REDMOND Commercial/Multi-Family Submittal Requirements

A. FEES DUE AT TIME OF PERMIT APPLICATION

The following non-refundable fees will be collected at the time of application for all commercial/multi-family projects. Please refer to the sheet, Commercial/Multi-Family Building Permit Fees for additional information.

1. Building Plan Check Fee
2. Energy Code Plan Check Fee
3. Fire Department Plan Check Fee
4. Engineering Plan Check Fee
5. 3% Technology Surcharge Based on Total Permit Cost

B. CODES

The City of Redmond currently enforces the following:

National Codes

1. 2003 International Building Code (IBC)
2. 2003 International Residential Code (IRC)
3. 2003 International Mechanical Code (IMC)
4. 2003 International Fuel Gas Code (IFGC)
5. 2003 International Fire Code (IFC)
6. 2003 Uniform Plumbing Code (UPC)
7. 2003 International Property Maintenance Code (IPMC)
8. 2002 National Electric Code (NEC)
9. 1998 Accessible & Usable Buildings & Facilities (ICC/ANSI 117.1)

Washington State Amendments

1. WAC 51-50 Washington State Building Code (IBC)
2. WAC 51-51 Washington State Building Code (IRC)
3. WAC 51-52 Washington State Mechanical Code (IMC)
4. WAC 51-54 Washington State Fire Code (IFC)
5. WAC 51-56 & 51-57 Washington State Plumbing Code & Standards (UPC)
6. WAC 51-11 Washington State Energy Code (WSEC)
7. WAC 51-13 Washington State Ventilation and Indoor Air Quality Code (WSVIAQ)
8. WAC 296-46B Electrical Safety Standards, Administration, and Installation

Redmond Local Amendments and Regulations

1. Redmond Municipal Code Title 15 Buildings and Construction
 - Chapter 15.06 - Fire Code
 - Chapter 15.08 - Building Code
 - Chapter 15.10 - Property Maintenance Code
 - Chapter 15.12 - Electrical Code
 - Chapter 15.14 - Mechanical Code
 - Chapter 15.16 - Plumbing Code
 - Chapter 15.18 - Energy Code
 - Chapter 15.20 - Ventilation and Indoor Air Quality Code
2. Redmond Community Development Guide
3. Redmond Fire Department Standards

C. CITY OF REDMOND DESIGN REQUIREMENTS

Design Wind Speed:	85 mph (IBC Figure 1609)
Ground Snow Load:	15 psf (IBC Figure 1608.2)
Rain on Snow Surcharge:	5 psf added to flat roofs if slope is $<1/2$ " (IBC 1608.3.4 & ASCE 7-02 Sec.7-10)
Seismic Zone:	This is site specific for buildings designed under the IBC (IBC 1615 & 1616)
Rainfall:	2 inches/hour for roof drainage design
Frost Line Depth:	12 inches
Soil Baring Capacity:	1,500 psf unless a Geo-Technical report is provided (IBC Table 1804.2)

D. PLANS AND DRAWINGS

Submit two (2) complete sets of drawings and plans. Drawings and plans must be submitted on minimum 18"x24", or maximum 30"x42" paper. All sheets are to be the same size and sequentially labeled. Plans are required to be clearly legible, with scaled dimensions, in indelible ink, blue line, or other professional media. Plans will not be accepted that are marked preliminary or not for construction, that have red lines, cut and paste details or those that have been altered after the design professional has signed the plans.

Please Note: A separate submittal of plans is required for each building or structure.

E. BUILDING CODE SUMMARY WORKSHEET

Submit one (1) completed **Building Code Summary Worksheet**.

F. SPECIAL INSPECTION PROGRAM

Where special inspection is required by IBC 1704, the registered design professional in responsible charge shall prepare a special inspection program that will be submitted to the City of Redmond and approved prior to issuance of the building permit to comply with IBC 106.1. A copy of the **Special Inspection Requirement** form must be submitted.

G. WASHINGTON STATE ENERGY CODE

For Commercial projects submit two (2) completed 2003 Washington State Non-Residential Energy Code **Envelope Summary** forms.

For Multifamily projects submit two (2) completed copies of the **2003 WSEC & VIAQ Residential Prescriptive Compliance** forms.

H. OCCUPANT'S STATEMENT OF INTENDED USE

The **Occupant's Statement of Intended Use** form shall be completely filled out and may require the submittal of a Hazardous Materials Inventory Statement (HMIS). Contact the Redmond Fire Prevention Bureau for additional information.

I. DEFERRED SUBMITTALS

Deferred submittals are not allowed unless approved by the Building Official as outlined in IBC Section 106.3.4.2. All deferred submittals that are approved by the Building Official must be indicated on the approved plans with the specified time in which they are to be submitted for review. An additional plan review fee will be required for deferred submittals.

J. BUILDING PERMIT FEE CALCULATION WORKSHEET

Submit one (1) completed **Building Permit Fee Calculation Worksheet**.

DETAILED SUBMITTAL REQUIREMENTS

A. SITE PLAN

1. Drawing shall be prepared at a scale not to exceed 1"=20 feet.
2. Show building outline and all exterior improvements.
3. Provide property legal description and show property lines.
4. Provide dimensions from the property lines to a minimum of two building corners (or two identifiable locations for irregular plan shapes).
5. Show building set backs, easements and street access locations.
6. Indicate north direction.
7. Indicate finish floor elevation for the first level.
8. Provide a topographical map of the existing grades and the proposed finished grades with maximum five feet elevation contour lines.
9. Show the location of all existing and proposed underground utilities, including water, sewer, gas and electrical.
10. Show locations of all existing trees. Indicate which trees are to be saved as part of the development.
11. Established street grades, proposed finished grades and as applicable; flood hazard areas, floodways, and design flood elevations.

B. ARCHITECTURAL DRAWINGS

1. Cover Sheet

a) Site Information:

- 1) Location
- 2) Zoning
- 3) Total site area (square feet)
- 4) Lot coverage (square feet and percentage).
- 5) Location of building(s) on the site with dimensions to property lines.
- 6) Assumed property lines for multiple buildings on the same property.
- 7) Entire site must show barrier free accessibility.
- 8) Parking with barrier free stalls indicated.
- 9) Finish grade elevations (topographical at 5-foot intervals).

b) Building Information:

- 1) Specify model code information.
- 2) Construction type.
- 3) Number of stories and total height in feet.
- 4) Building square footage (per floor and total).
- 5) IBC Occupancy Type (show all types by floor and total)
- 6) List work to be performed under this permit.

c) Design Team Information:

- 1) Design Professional in Responsible Charge
- 2) Architect(s)
- 3) Structural Engineer(s)
- 4) Civil Engineer(s)
- 5) Landscape Architect(s)
- 6) Owner(s)
- 7) Developer(s)

2. Code Summary Floor Plan Sheet(s):

- a) Provide the information specified in the **Building Code Summary Worksheet**.
- b) Designate these sheets as **CS**.

3. **Floor Plan Sheet(s):**

- a) Plan view 1/8-inch minimum scale - Details a minimum of 1/4-inch scale.
- b) Specify the use of each room/area.
- c) Show **ALL** exits on the plans; include new, existing or eliminated.
- d) Show all Barrier-Free information on the drawings.
- e) Show the location of all permanent rooms, walls and shafts.
- f) Provide door and door hardware schedules.
- g) Provide elevator location when building has greater than 3,000 square feet of area on the second level or three or more stories.
- h) Specify each wall type, door type, and glazing requirements.
- i) Provide details and assembly numbers for any fire resistive assemblies.
- j) Indicate on the plans all rated walls, doors, windows and penetrations.

4. **Reflected Ceiling Plan Sheet(s):**

- a) Plan view 1/8-inch minimum scale - Details a minimum of 1/4-inch scale.
- b) Provide ceiling construction details.
- c) Provide suspended ceiling details complying with IBC 803.9.1.1, if applicable. Show seismic bracing details.
- d) Show the location of all emergency lighting and exit signage.
- e) Detail the seismic bracing of the fixtures.
- f) Include a lighting fixture schedule.

5. **Framing Plan Sheet(s):**

- a) Specify the size, spacing, span and wood species or metal gauge for all stud walls.
- b) Indicate all wall, beam and floor connections.
- c) Detail the seismic bracing for all walls.
- d) Include a stair section showing rise, run, landings, headroom, handrail and guardrail dimensions, if applicable.

6. **Elevation Plan Sheet(s):**

- a) Provide building heights (floor and roof elevations).
- b) Show the grade elevations.
- c) Provide a view of all sides.
- d) Show all approved exterior design requirements.
- e) Exterior stairways, decks, and railings.

7. **Detail Sheet(s):**

- a) Details a minimum of 1/4-inch scale.
- b) Wall and ceiling constructions, include assembly numbers for rated construction.
- c) All connections.
- d) Door, door hardware and window schedules.
- e) Fire protection details, i.e. penetrations.

8. **Roof Plan Sheet(s):**

- a) Roof drainage - **Note: Overflow drains shall be two inches above the roof drain or roof elevation at the drain.**
- b) Overflow drains are required to be terminated in an obvious day-lighted location near an entry.
- c) Rooftop equipment is required to be screened per Section 20D.120.20-010 of the Redmond Community Development Guide.
- d) All rooftop equipment must be reviewed by the structural engineer of record for supporting of such equipment.

C. STRUCTURAL DRAWINGS

Submit structural drawings for all structural assemblies required for the building. A registered engineer in the State of Washington shall prepare all structural drawings. All drawings prepared or reviewed by the engineer must be signed and sealed.

1. General Structural Information:

- a) Design criteria used for foundation, floors, roof and lateral designs - Include geotechnical criteria used in design.

2. Structural Sheet(s):

- a) Provide foundation, floor and roof framing plans as is applicable.
- b) Illustrate size and location of all structural elements including, but not limited to, footings, columns, beams, girders, joists, shear walls, bracing and floor and roof diaphragms. Details of structural assemblies must be referenced with the place using standard symbols.
- c) Structural details and schedules shall be provided as required to provide specific information of the structural assemblies and must match requirements provided in the structural calculations.

D. STRUCTURAL CALCULATIONS

Structural calculations must be submitted for all commercial buildings. A cover sheet must be provided that is signed and sealed by the engineer of record, who is registered in the State of Washington. Calculations should include a table of contents with each page numbered. Calculations prepared by a computer program must include an explanation of the program and documentation for input and output data formats.

E. GEOTECHNICAL ENGINEERING REPORTS

The geotechnical engineering report must include the minimum information as outlined in Section 1802 of the International Building Code. This includes, but shall not be limited to:

- 1. Potential for liquefaction and soil strength loss during earthquakes.
- 2. Recommendations for foundation type and design criteria which includes allowable soil bearing pressure, expected total and differential settlements, design passive and active soil pressures, design coefficient to resist sliding.
- 3. Recommendations for site preparation.

F. CIVIL DRAWINGS

For specific requirements pertaining to the civil plans, please consult the following departments:

Public Works Engineering Division:	(425) 556-2740
Public Works Utilities Division:	(425) 556-2840
Fire Department:	(425) 556-2246

G. DRAINAGE CALCULATIONS

For specific requirements pertaining to the drainage calculations, please consult the Public Works Engineering Division at (425) 556-2740.

H. LANDSCAPE PLANS

For specific requirements pertaining to the landscape plans, consult the Development Review Planner assigned to this project.

The Building Permit does not include any mechanical, electrical, plumbing, or fire sprinkler/alarm work. **These permits are issued separately.** Mechanical, electrical, plumbing, or fire sprinkler/alarm permits require a separate permit application and may also require a separate plan review.

Please note that any new or altered space that involves food handling or preparation requires King County Health Department approval **before the permit can be issued.** You must provide the Permit Center a copy of the approval letter or the approved plans. Contact the King County Health Department at 206-296-9741 with any questions or for more information.

An intake appointment is required for all new Commercial or Multi-Family Building Permit Applications. To schedule an appointment or to ensure that you have the most current information, please contact the City of Redmond Permit Center at 425-556-2473 or by e-mail to permittech@redmond.gov

Visit our website at <http://www.redmond.gov/insidcityhall/planning/planning.asp>.

Applications delivered by courier or mail will not be accepted.

Incomplete applications will not be accepted.

I acknowledge that all items designated as submittal requirements must accompany my Building Permit Application to be considered a complete submittal.

Signature: _____
(Owner/Owner's Representative)

Date: _____

Company Name: _____

Phone #: _____